



**POCKLINGTON  
SCHOOL**

Ages 3 to 18



International Admissions Officer

Information Pack

February 2020







## School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick of the parish as well as the foundation of a school “for the bringing up of youth in virtue and learning”.

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is in the school a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 4 houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a Sixth Form Centre, a superb library, a new Art and Design Centre, a swimming pool, and other sports facilities.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines.

Staff are supported through a range of benefits which are explained further below as well as approachable and supportive colleagues. You will be encouraged to undertake development opportunities, and will find a friendly and welcoming working environment. We offer a community feel, not just a workplace.



**POCKLINGTON  
SCHOOL  
FOUNDATION**

# Aims, Values and Practice



## Aim

To inspire for life

**Confidence** - We encourage individuals to be confident and considerate; fostering self-respect and self-belief.

**Responsibility** - Personal responsibility and service to others are expected; both have opportunity for expression within the school and beyond.

**Achievement** - In all areas of school life we seek to nurture talent and aspiration, to encourage perseverance and to prepare young people for the challenges of adult life.

## Values

We achieve our aim through a strong working relationship between pupils, staff and families which is founded on the following values:

**Trust** - The Foundation's Christian ethos guides our caring and straightforward approach. We treat each other with respect and uphold our tradition as friendly and compassionate schools.

**Truth** - We value debate which is open, honest and informed to stimulate creativity, intellectual curiosity and initiative.

**Courage** - We challenge ourselves and each other to change for the better.

## Practice

We provide a community to be proud of, where pupils can explore, make mistakes, learn and grow. In order to do this:

**Support** - We put the well-being of our pupils first, with excellent pastoral care.

**Learning** - We encourage successful learning through effective teaching and a commitment to a broad education.

**Recognition** - We recognise and reward success and commitment, progress and achievement.



# Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

## Foundation Benefits:

**Pension scheme** - We offer competitive employer contribution rates for all staff

**Discounted school fees for permanent staff**, with the option to spread payments over 12 months from your pay

**Enhanced holiday entitlements**

**On-site gym and swimming pool**

**Free lunch in term time**

**Enhanced Maternity and Adoption Pay** - see the policies on the Extranet under Foundation Policies, Personnel Policies

**Enhanced sick pay arrangements** - this is detailed within the Absence Management Policy, also to be found on the Extranet

**Annualised Pay** - allowing for easy home budgeting

**Free staff room refreshments**

**Employee Assistance Programme** - offering a health, wellbeing and counselling service for staff and their families

**Tai chi, yoga and art classes**- these are advertised throughout the school year

**Winter car lights & tyres test** - organised by the Transport Team each January

**Massages** - these are arranged on an ad-hoc basis throughout the school year

**Internet and e-mail access at work** (subject to appropriate use in accordance with the school policies)

**Free parking** (although this is subject to possible legislative change in the future)

**Free library services** - including holiday book loans



## External Providers:

**Discounted membership at the Box gym** (see flyers on the school noticeboards)

**Health Care** - access to reduced rates

## HMRC:

**Cycle to Work scheme**

This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.

# Job Information

**Role Title:** International Admissions Officer

**Overall Purpose:** to manage international student admissions, market the school internationally to enhance pupil recruitment and ensure compliance for Tier 4 sponsorship.

**Responsible To:** External Relations Director

**Staff Responsible For:** N/A

**Salary:** Dependent upon skills and experience, to be discussed at interview.

**Copy of Job Advertisement:**

## International Admissions Officer

We have an exciting opportunity for a part time International Admissions Officer to join our External Relations team in our successful co-educational day and boarding Foundation.

You will have excellent interpersonal skills and be able to build strong relationships with prospective international pupils and their families, along with overseas agents and other key stakeholders. Prioritising your work effectively, and being organised with excellent administration skills, are key to the success of this role. You will also be proactive and have experience of working with databases.

Your role will entail managing our international student admissions, marketing the school internationally and ensuring compliance for Tier 4 sponsorship. In making the appointment particular regard will be given to the potential exhibited by candidates as well as to their relevant experience. The post is suitable for teaching and non-teaching staff to apply. The role is 25 hours a week to work all year round, and we can be flexible regarding when the hours are worked. A small number of overnight stays will be required and there is likely to be some international travel involved.

For an informal chat about the role please contact Dr Sheena McNamee (External Relations Director) on 01759 321200 or [mainoffice@pocklingtonschool.com](mailto:mainoffice@pocklingtonschool.com)

For more information and to apply visit: [www.pocklingtonschool.com/Job-Vacancies](http://www.pocklingtonschool.com/Job-Vacancies)  
T: 01759 322666 E: [recruitment@pocklingtonschool.com](mailto:recruitment@pocklingtonschool.com)  
Closing date: 9am 24th February 2020

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

## Job Description

### INTERNATIONAL ADMISSIONS OFFICER

#### Reporting To:

External Relations Director

#### The International

**Admissions Officer** plays a key role in managing international student admissions, marketing the school internationally to enhance pupil recruitment and ensuring compliance for Tier 4 sponsorship.

#### Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead or to the Headmaster.

January 2020

## POCKLINGTON SCHOOL FOUNDATION

The post holder is responsible for:

#### ADMISSIONS

- Responsible for handling all enquiries from international families and agencies, aiming to respond within 24 hours.
- Implementing the Admissions Pathway.
- Liaising with the Admissions Secretary regarding requests for visits and also in relation to the wording of any offer letters.
- Liaising with the Head of Boarding / Boarding HOMs / Curriculum Director regarding the number of vacancies remaining at each level.
- Updating admissions records for all international enquiries and applications.
- Ensuring formal entrance testing for international applicants is appropriate, in liaison with EAL Co-ordinator and Curriculum Director.
- Ensuring the integrity of all recipients of formal test papers through self declaration forms and reference-seeking.
- Recording all international applicants' test scores and circulating to Admissions Panel.
- Reporting decisions to families or educational agents. In the case of places being offered, liaise with the Admissions Secretary regarding mailing lists.
- Handling all correspondence with parents, guardians and agents prior to admission regarding choice of subjects, parental permissions and extra-curricular involvement, liaising with school staff as appropriate.
- Meetings with international families. Arrange school tours and provide accompanying literature to support each visit. For students: arrange spoken interviews, written testing and boarding tasters if requested.
- Interviewing applicants, assessment of their verbal English ability and marking written tests.
- Keeping a list of local accommodation for visitors.
- Visit follow ups within 48 hours, offering support and asking for feedback.
- Providing all relevant academic and pastoral information, acquired during the admissions process, to colleagues – Medical, Pastoral, Boarding HOMs, EAL Co-ordinator.
- Ensuring all families are aware that boarding students must have guardianship cover in accordance with our Guardianship Policy.
- Responsibility for the agents' commission budget. Signatory for all agent commission requests.

- Ensuring all active agents have signed a formal Agency Agreement and updating Accounts with any changes. For potential new agents, seeking formal confidential referencing to ensure their professional integrity.
- Maintaining the record of active agents and sharing this termly with the UKVI.
- Liaising with Accounts regarding all school-related payments -registration fees, acceptance deposits, invoice settlement.
- Responding to additional communication from agents and families once the student has arrived at school.

#### MARKETING AND RECRUITMENT

- Regular updating of all marketing materials, working closely with Marketing and Communications Officer.
- Planning and implementation of overseas recruitment trips
- Input into International Marketing Plan and annual review of targets.
- Responsible for keeping abreast of global trends in international educational markets.
- Attendance at the annual British Boarding Schools Network Workshop.
- BBSN website - updating our school profile with new stories and responding to agent communication via the online message-board.
- Building positive relationships with educational agents. Arrange school tours and provide accompanying literature to support each visit. Follow up visits within 48 hours.
- Organising any large group events for agents at school e.g. British Boarding Schools Network Familiarisation Visits.

#### TIER 4 COMPLIANCE

- Key Contact and Level One User for the Foundation on the Sponsorship Management System.
- Collating Tier 4 student documentation, hard copy and digital, and ensuring we are 'UKVI inspection-ready' at all times.
- Informing the UKVI via the SMS of any irregular student activity.
- Informing the Authorising Officer (HM) of any irregular student activity, significant procedural changes or potential threats to our compliance level.
- Ensuring procedural deadlines are met: CAS renewal (annual), Basic Compliance Assessment (annual), Tier 4 Licence renewal (every 4 years).
- Assigning CAS for new visas, including gathering all necessary compliance material
- Co-ordinating statutory Police Registration of post 16 Tier 4 Nationals.
- Ensuring we comply with regulations relating to our function as an Alternative Collection Location (ACL) and that we retain our Third Party Standing Authority for the collection of Biometric Residence Permits from the Post Office.
- Tier 4 Procedures Policy - ensuring this is always up to date and posted accurately on the school systems.
- Keeping the Foundation up to date with Tier 4 policy change and attending training as necessary.
- Checking Tier 4 documentation and record keeping to ensure 100% compliance at all times.

This job description is not exhaustive and the post holder may be required to undertake any other duties commensurate with their role.

## **Person specification – International Admissions Officer**

	<b>Essential criteria</b>	<b>Desirable criteria</b>	<b>How measured</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with the public with excellent diplomacy skills</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in international student markets</li><li>• Experience in using systems to maintain information (ISAMS would be an advantage)</li></ul>	Application form
<b>Education and Training</b>	<ul style="list-style-type: none"><li>• Educated to A Level</li></ul>	<ul style="list-style-type: none"><li>• Educated to Degree Level or above</li></ul>	Application form
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal skills</li><li>• Ability to liaise effectively with a wide range of outside agencies and internal staff</li><li>• Ability to multi-task and prioritise tasks effectively</li><li>• Data Skills (tracking, storing and presenting information)</li><li>• Excellent verbal and written communication skills</li><li>• Excellent administrative and organisational skills</li></ul>	<ul style="list-style-type: none"><li>• Understanding of international pupil recruitment</li><li>• Understanding of UKVI regulatory framework and Tier 4 compliance</li><li>• A sound knowledge of the education offered at Pocklington</li></ul>	Application form and interview
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>• Self-motivated and proactive</li><li>• Cross-cultural awareness</li><li>• Sensitive to the needs and concerns of pupils and their parents</li><li>• Empathy with the aims, objectives, ethos and values of Pocklington School Foundation</li></ul>	<ul style="list-style-type: none"><li>• Willingness to travel abroad whilst representing the school</li><li>• Adaptable and flexible to meet the needs of visitors and other staff</li></ul>	Application form and interview

**Child Protection:** this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.



# Recruitment Timetable

Closing Date: 9am 24<sup>th</sup> February 2020

Expected Interview Date: Week commencing 2<sup>nd</sup> March 2020

Expected Start Date: June 2020

Please apply online using the TES website. This can be accessed through [www.pocklingtonschool.com/Job-Vacancies](http://www.pocklingtonschool.com/Job-Vacancies) where you can browse our current opportunities and apply using the “quick apply” button.

Please ensure you read the information available in the “useful recruitment policies” document uploaded to the TES website. This contains: the application process and safer recruitment guidance; recruitment of ex-offenders policy statement; secure storage, handling, use, retention and disposals of disclosures and disclosure information policy statement. These policies are available to view on the key recruitment policies page of our website and we can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR Advisor:  
[PopelyA@pocklingtonschool.com](mailto:PopelyA@pocklingtonschool.com)  
01759 322666

Thank you for your interest in working with us and we look forward to receiving your application

